<div style="background-color:#aef;">

~~Redundancy~~
USEMBASSY SEOUL
Newcomer Form Check-in

</div>

Welcome to Seoul. Like any Post, there are many forms that need to be filled out. Many of these forms are out of our control – i.e. forms required from **DoD** and the **Government of Korea** – which we can not modify to automate.

What we did do, is attempt to take as much of the *redundancy* – i.e. writing your name on ten different forms - out of many of the forms you need to fill out.

Please enter *as much* information on page one and two as you can and send it to HR employee, Ms. Chang, Dong Sook at changds@state.gov (Click to Send E-mail)

We would greatly appreciate it, if during your check-in, if you encounter any forms not included on our system, to get an extra copy and send it to the ISO in room 503.

The Following is the list of forms
1. Check in List from HR section
2. Application for MOFAT ID card.
3. Application for Korean Driver's license
4. Foreign Service Emergency Locator Information
5. Foreign Allowances Application Grant and Report
6. Travel Reimbursement Voucher
7. Leave accounting for American Employees Transferring to Post
8. Direct Deposit Sign-Up Form
9. Command Unique Personnel Information Data System Application
10. 121ST General Hospital CHCS Registration Form
11. Client Medical Profile and Check-in Sheet
12. Department of Defense Education Activity Student Registration – 2 set
13. Department of Defense Education Activity Questionnaire for Race/Ethnicity and home Language
14. Student Eligibility
15. School Health Record – Seoul American Elementary/ Middle/ High School
16. DoDDS Certification of Immunization
17. DoDDS Special needs Questionnaire
18. DoDDS Publicity Permission Form
19. DoDDA Student Computer and Internet access Agreement
20. Box Office Rental Membership Application
21. Korea region MWR CATV – Sales Contract
22. U.S. Embassy Association Members Application

Employee Data

All the Name Field should be entered with Last, First M format. Current Date:
All the Date Field should be entered with MM/DD/YY format.

Name :	Gender:
Social Security Number:	Date of Birth: (MM/DD/YY)
Place of Birth – City:	State: Country:
Legal Residence: City :	State:
Job Title:	Section:
Diplomatic Title:	
Agency:	Authorization/Grant No:
Current Post : Seoul Korea	Previous Post :
No of dependents with you in ROK:	Personal E-mail:

Pay Plan:	Series:	Grade:	Step:	Annual Salary:

Passport Number:	Type: Diplomatic Date Expires:
Visa Number:	Type: A1 Date Expires:
Date of arrival:	Entry on Duty Date:

Mailing Address in Korea (If you don't know, this will be entered by HR section upon arrival)

Office Phone No:	Home Phone No:

Emergency Contact Data (Please provide the emergency contact person's data)

Name:	Home Phone No:
Office Phone No:	Relationship:

Address (Street, city, state, zip code)

US Driver's License Information
(Please provide the following information for Korean Driver's License Application)

License Number:	State of Issue:
Date of Issue:	Expiration Date:

Language Skill Information (example: Korean   3+   3)

No	Language	Speaking	Reading
1			
2			
3			
4			
5			

Institution (Please list colleges and graduate schools)

School Name	Date from	Date to	Degree	Major

Curriculum vitae.	
please provide a brief curriculum vitae to be included in the Ministry of Foreign Affairs Identification Card application. The following is an example.	
1985	University of California, BA
1989	University of California, MA
1992	Joined the Department of State
1993-1996	US Embassy, Shenyang, Consular officer
1996-1999	US Embassy, Hong Kong, Economic Officer
1999-2002	US Embassy, Japan, Consular Officer
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Spouse Data

Relationship: Spouse	Name:
Social Security Number:	Date of Birth (MM/DD/YY):
Passport Number:	Type: Diplomatic Date Expires:
Visa Number:	Type: A1 Date Expires:
Place of Birth – City:	State: Country:
Citizenship:	Gender:
Personal E-mail:	
Diplomatic Title:	

US Driver's License Information (Spouse)
(For Korean Driver's License Application for spouse if he/she wants to apply)

License Number:	State of Issue:
Date of Issue:	Expiration Date:

Spouse's Emergency Contact Data
(Please provide emergency contact person's information for spouse)

Name:	Home Phone No:
Office Phone No:	Relationship:
Address (Street, city, state, zip code)	

Children Data

Relationship: Child 1	Name:
Social Security Number:	Date of Birth (MM/DD/YY):
Gender:	Grade:
Passport Number:	Type: Diplomatic Date Expires:
Visa Number:	Type: A1 Date Expires:
Place of Birth – City:	State: Country:
Citizenship:	
Diplomatic Title:	
Relationship: Child 2	Name:
Social Security Number:	Date of Birth (MM/DD/YY):
Gender:	Grade:
Passport Number:	Type: Diplomatic Date Expires:
Visa Number:	Type: A1 Date Expires:
Place of Birth – City:	State: Country:
Citizenship:	
Relationship: Child 3	Name:
Social Security Number:	Date of Birth (MM/DD/YY):
Gender:	Grade:
Passport Number:	Type: Diplomatic Date Expires:
Visa Number:	Type: A1 Date Expires:
Place of Birth – City:	State: Country:
Citizenship:	
Relationship: Child 4	Name:
Social Security Number:	Date of Birth (MM/DD/YY):
Gender:	Grade:
Passport Number:	Type: Diplomatic Date Expires:
Visa Number:	Type: A1 Date Expires:
Place of Birth – City:	State: Country:
Citizenship:	

If you are sending on OpenNet PC, Outlook will open new message with attachment. Click Send button !
If you are sending on personal PC, an E-mail program needs to be setup.
Internet Option → Program → E-mail → choose proper program (Recommend Outlook Express)

How to setup Outlook Express? http://www.microsoft.com/windows/ie/using/howto/oe/setup.mspx